

Bayshore Elementary School District

The Bayshore School Preschool Parent Handbook



Welcome to The Bayshore School Preschool

The Bayshore School Preschool staff welcomes you and your child to our school. Our program is operated by the Bayshore Elementary School District, funded by the State Department of Education and is licensed by Community Care Licensing. Children must be three years of age to enter and may attend until they enter kindergarten. Priority enrollment is given to parents who live or work in the Bayshore Community of Daly City.

The part-day Preschool classes are offered from 8:15am - 11:15am and 12:15pm - 3:15pm throughout the year. Holidays are based on the Bayshore Elementary School District's school calendar. The program offers an educational component, a nutritious snack, and opportunities for parent participation and education.

Mission: Engage. Educate. Empower.

Vision: The Bayshore Community – Growing engaged hearts, educated minds, and empowered visionaries.

All children will receive aligned, high-quality early learning experiences in Preschool that will build a foundation of social, emotional and intellectual skills. These skills will support their future success in school and for the rest of their lives. In this system of shared expectations, all partners – parents, teachers, childcare providers, school administrators, support staff, and families – will collaborate to enhance the students' development of the four building blocks of school readiness: health and well-being, social and emotional development, language skills, and mathematical thinking.

Parents are always welcome and are allowed access to their children and the staff providing care for their children during normal hours of operation. The program refrains from religious instruction or worship.

Please take time to review this handbook and keep it handy for reference. Using the guidelines will help make your Preschool experience more enjoyable for you and your child.

We look forward to a productive school year.
The Bayshore School Preschool Staff

PRESCHOOL OFFICE HOURS

8:00am - 4:00pm

Monday - Friday

CLASSROOM HOURS

AM Program: 8:15am - 11:15am

PM Program: 12:15pm - 3:15pm

SCHOOL CALENDAR

The Preschool Program follows the Bayshore Elementary School District calendar.

SCHOOL HOLIDAYS

Labor Day – 1 st Monday in September Indigenous People’s Day – 2 nd Monday in October Veterans Day – November 11 Thanksgiving Holiday- 1 week during Thanksgiving Winter Break – last week of December first week of January	Martin L. King Jr. Day – 3 rd week in January Teacher In Service – 4 th Monday in January Presidents’ Day Holiday – 1 week in February Spring Break – 1 week in March or April Teacher-In-Service – 4 th Monday in April Memorial Day – Last Monday in May
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STAFF

Elizabeth Veal	Director	415.467.5443 ext.118
Merl Sabado	Site Supervisor	415.467.5443 ext. 117
Ashley Atkinson	Teacher	415.467.5443 ext. 101
Rocio Bowman	School Secretary	415.467.5443 ext. 200

Please visit our website www.thebayshoreschool.org for all things at The Bayshore School!

STAFF

All staff meets the California Department of Education certification requirements. They also receive ongoing training for curriculum, social and emotional behavior, and safety.

ELIGIBILITY AND ENROLLMENT

ADMISSION POLICY

The Bayshore Elementary School District in accordance with federal and state policies prohibits discrimination on the basis of race, color, sex, age, handicap or disability, religion or national origin.

Participation in the program is dependent on compliance with program policies, procedures and requirements.

ELIGIBILITY

All families are required to provide documentation to verify eligibility as required by the CA State Department of Education. Eligibility documentation must be completed before an entry date is scheduled.

Eligibility is based on documentation and verification of at least one of the following categories:

Immediate: Family Experiencing Homelessness

Priority 1: 3 & 4-year-olds CPS or At Risk

Priority 2: Income eligible 4 or 3-year-old with an IFSP/IEP

Priority 3: Four -year-old, not enrolled in TK

Priority 4: Three-year-old

Priority 5: 15% above eligibility income threshold

- Exceptional Needs
- Four-year-old then three-year-old
(can only enroll 10% of contract enrollment)

Priority 6: Free/Reduce priced meal School – four-year-old whose family resides within attendance boundary of the qualified FRPM elementary school without establishing eligibility or need for service

- 4-year-old only
- School must apply every FY

Priority 7: Children enrolling for wrap around to TK or K family must meet eligibility criteria

Family size must be documented by acceptable documentation such as, birth certificates, verification of marital status, etc. The size of the family or composition of the family size, is initially determined by the number of adults and children that the applicant parent presents to the agency or who is identified on the application.

“Family” means the parents/guardians and the children for whom the parents/guardians are responsible, who comprise the household in which the child receiving services is living.

“Parent” means a biological parent, adoptive parent, stepparent, foster parent, caretaker relative, legal guardian, domestic partner of the parent as defined in Family Code section 297 or any other adult living with a child who has responsibility for the care and welfare of the child. 5 CCR Section 18078 (f) (m)

If a parent provides fraudulent, incomplete or misleading information to establish initial or ongoing income eligibility and/or need, services will be terminated.

Supporting documentation for the number of children shall be at least **ONE** of the following:

- ❖ Birth certificate
- ❖ Child custody court order
- ❖ Adoption documents
- ❖ Foster care placement records
- ❖ School or medical records
- ❖ County welfare department records
- ❖ Other reliable documentation indicating the relationship of the child to the parent

INCOME

Families must meet the income guidelines established by the CA State Department of Education’s Family Fee Schedule

Total countable income means all income of the individuals counted in the family size, for example:

- Gross wages or salaries
- Overtime
- Tips
- Cash aid
- Child support payment received
- Portion of student grants or scholarships not identified for educational purposes.

Income documentation must verify the month preceding certification. All eligible income sources must be verified by appropriate documentation, such as, payroll

check. We reserve the right to ask for all necessary documentation to verify income. Income ceiling exceeding 85% SMI are subject to a family fee.

FAMILY SIZE	FAMILY MONTHLY INCOME	FAMILY YEARLY INCOME
1-2	\$7,068	\$84,818
3	\$8,049	\$96,590
4	\$9,342	\$112,105
5	\$10,837	\$130,042
6	\$12,332	\$147,988
7	\$12,612	\$151,342
8	\$12,892	\$154,705
9	\$13,172	\$158,068
10	\$13,453	\$161,431
11	\$13,733	\$164,794
12 or more	\$14,013	\$168,158

ELIGIBILITY LIST

An eligibility list is maintained in accordance with the California Department of Education, Child Development Division admission priorities. Pre-applications are maintained and prioritized by income and family size. Eligible families are admitted based upon their ranking on the wait list. Families are asked to complete an enrollment packet, as openings arise.

ENROLLMENT PROCESS

As parents are notified of an opening, an appointment is made to begin the enrollment process. Parents will be advised of the appropriate documentation needed for enrollment purposes. A Notice of Action will be completed upon return of the completed enrollment packet and an entry date will be established.

LIMITED SERVICE LEAVE

Families, who temporarily do not need childcare, can request approval for a Limited Service Leave. Enrollment in the program will be maintained for a period not to exceed 12 consecutive weeks. A leave for medical reasons may not exceed 16 consecutive weeks.

NOTICE OF ACTION

Parents will be given a Notice of Action for the initial enrollment certification, and for any change in family status and services thereafter. If a parent does not agree with the action as stated on the Notice of Action, an appeal process is available. The appeal process is explained on the reverse side of the Notice of Action.

Parent/Guardian will receive a Notice of Action (NOA) at:

- Initial certification to approve or deny services
- Recertification
- Changes in service
- When your family fee payment is delinquent
- Disenrollment from the program

Fraud Policy

The California Department of Education requires The Bayshore School to take reasonable action to recover funds due to fraud. Fraud is submission of false or misleading information or documentation in order to obtain subsidized child care services. This includes but is not limited to providing false or misleading information or statements, altering documentation, or failure to report income exceeding 85% SMI, need for services, family size, or family information. If a determination is made that fraudulent activity has occurred, one or more of the following actions will take place:

- The participant's case will be terminated and s/he may no longer be served by The Bayshore School. The case will be referred to the appropriate agency for investigation and possible prosecution

TERMINATION OF SERVICES

Failure to comply with any policies, procedures or regulations set forth by the Bayshore Elementary School District or State Department of Education can lead to termination of services for a minimum of one year from the date of termination.

Reasons for termination include but are not limited to the following:

- Parent provides fraudulent information.
- Parent consistently fails to meet the family fee payment policy.
- Parent or designated adult fails to sign in and out daily.
- Child has a pattern of inconsistent attendance of an unexcused nature.
- Parent fails to adhere to class hours or contract hours.
- Child's behavior interferes with learning and/or compromises the child's safety or the safety of others.
- Parent exhibits volatile, hostile or aggressive adult behavior that disrupts school/office operations or threatens the health and safety of children and adults.
- Parent no longer meets eligibility requirements as determined by the CA State Department of Education.

WITHDRAWAL FROM THE PROGRAM

Please notify your child's teacher or the office of your intention to withdraw as soon as possible. With advance notice, fees can be adjusted. However, no refunds will be given once monthly fees are paid.

FEE POLICY

Fees may be paid by cash, check or money order payable to Bayshore Elementary School District. Tuition-based students are billed monthly, based on the days of operation, contracted days of enrollment, hours of attendance and daily fee. The family fee is due by the 15th of the month and considered delinquent if it is not paid in full by the 15th of each month. Parents will be notified of unpaid fees and will be given a deadline for payment. Services will be terminated if not paid accordingly. Please contact the appropriate staff to request a payment plans if needed to avoid the delinquent fee process.

Please note: No refunds are provided for absences.

If a check is returned from the bank, all future payments for a period of one year must be made by cash, cashier's check or money order.

RECERTIFICATION

Parents are required to update their enrollment information by verifying eligibility, need and income through the recertification process, as needed, twenty-four months. State Preschool staff maintain the right to recertify any family at any time, as needed, to maintain compliance with State Department of Education requirements.

POLICIES AND PROCEDURES

ARRIVAL AND DEPARTURE

It is expected that children will attend according to their regular scheduled class times or contracted hours for half day services. **It is important that your child arrive and leave school on time.**

For the safety and supervision of children, state law requires that each child must be signed in and out each day by a parent/guardian or authorized representative. The time and a full signature are required. The sign in/out sheet is located at the child's classroom.

DAILY PICK UP

Children will not be released to anyone not designated on the emergency card. Only authorized people, at least 18 years of age, can pick up a child.

Written consent is required, if a person, not on the emergency card, will pick up your child. This will enable staff to release the child for one time only. If this is not possible, a parent **must call** the classroom or the office to inform staff of pick up arrangements. Photo identification will be required.

Legal documents restraining parents/guardians/family members from pick-up must be kept on file at school.

LATE PICK UP

All children **must** be picked up according to the class schedule or contracted hours. A late parent can be very upsetting to a young child. Please call your child's teacher or the Preschool office immediately if you will be late in picking up.

Parents/legal guardians are expected to pick up children at the end of each Learning Session. Termination of California State Preschool Program services may result if three (3) incidences of late pick-ups occur. If your child is not picked up on time and no effort by the parent or legal guardian has been made to contact the Preschool Program, the child will be placed in the care of the police department.

ATTENDANCE

Good attendance will be vital to your child's future success in public school. Now is the time to develop habits that support regular participation. We hope to see your child at school each day. When a child's attendance record becomes irregular, an appropriate contact with the family will be made.

Absences:

Please call your child's teacher if your child will miss school due to illness or other important reasons. **Upon your child's return, please indicate the reason for the absence with a full signature on the daily sign in/out sheet. Type of illness must be indicated, i.e. sick, doctor's appointment, etc.** These records are very important as funding for this program is based on meeting attendance requirements. Your cooperation is greatly appreciated.

The following defines absence categories:

- **Excused Absences**
 - Child illness or quarantine (indicate the type of illness)
 - Parent illness or quarantine
 - Medical or family service appointments.
 - Court ordered visitation (verification must be on file).
 - Family emergency-sudden or unforeseen events, i.e. accident, car trouble, death in family, sibling illness, natural disaster, weather conditions, etc.
- **Best Interest of the Child (limit of 10 days per year)**
 - Vacation, out of town.

- Special time with a friend or relative.
- Special event, i.e. religious holiday, birthday, etc.
- Other reasons which are clearly in the best interest of the child.
- **Unexcused Absences**
 - Child did not feel like coming to school.
 - Parent or child overslept
 - Any absence not falling in the best interest or excused absence categories.
 - Any absence beyond the 10 day “best interest” limit.

Parents will be notified when their child has reached the ten “best interest” day limit. Children with three **unexcused** absences may be terminated. The parent will be given fair warning of the problem with ample time to prevent termination.

BEHAVIOR MANAGEMENT

The Preschool staff supports the development of appropriate behavior and social skills for children by implementing the following practices;

1. The Bayshore School Preschool Program utilizes a Positive Behavior Intervention and Supports System. This includes:
 - Developing a positive, supportive relationship with each child.
 - Establishing appropriate routines and expectations.
 - Providing developmentally appropriate materials that promote children’s engagement.
 - Using positive attention and encouragement to support prosocial behavior.
 - Teaching children about the expectations of the environment, using friendship skills and solving problems.
2. No corporal punishment of children is permitted.

Parents of children with the following challenging behaviors which occur on a routine basis will be expected to meet with staff members to develop a joint plan of action to support the child’s continued participation in the program.

- Behavior which interferes with learning
- Behavior which interferes with engagement in prosocial interactions
- Behavior which jeopardizes the safety of self-and/or others.
- Parents may be notified to pick up their child in extreme behavior situations.
- If a child’s behavior continues to compromise the safety of other children, staff, and/or exhausts the resources of the program alternate placement will be recommended.

BIRTHDAYS

Children's birthdays are important to us. Birthdays will be acknowledged in the classroom special activities planned by the teacher. **Snacks made at home are not permitted.** Please make arrangements with the teacher regarding celebrations in the classroom.

CHILD ABUSE REPORTING

By law, all on-site staff are mandated to report any suspicion of child abuse or neglect for any reason.

CIVILITY

It is our goal to promote positive communication, mutual respect, civility and orderly conduct among employees, parents and the public to ensure a safe, harassment free workplace for children and staff. Volatile, hostile or aggressive behavior that disrupts school/office operations or threatens the health and safety of children and adults will be reported to the appropriate authority.

CLASSROOM ENVIRONMENT

The classroom consists of materials that are carefully selected to promote active "hands on" learning. The classroom is divided into at least four areas organized around specific kinds of learning experiences; creative/art; role playing/housekeeping; block/manipulative; and book/print materials. In each area, materials are selected to meet the interest and developmental needs of children and organized so that children can access them easily and put them away independently.

CLOTHING

School clothing should be comfortable and appropriate for the weather and school activities. Please select clothing and shoes that are easy for the child to manage alone. For safety reasons, shoes should cover the entire foot. Open toed sandals are discouraged. Thong type sandals are not allowed.

In the classrooms, children use paint, glue and other messy materials that may get on their clothing. Although children wear smocks during paint activities, we encourage you to send your child to school in washable play clothes.

All clothing, backpacks, etc. should be clearly labeled with your child's name.

Your child needs a change of clothing at school in the event of spills, messy activities, or potty accidents. Please place underwear, socks, shirt and pants in a large ziploc baggie, with your child's name, in their cubby. Soiled clothing will be sent home in a bag. Please promptly replace the used items.

The program is not responsible for any personal belongings brought to the classroom, like toys, games, stuffed toys, and blankets.

CONFIDENTIALITY

The use or disclosure of all information pertaining to the child and his/her family shall be restricted to the purposes directly connected with the administration of this program. Any release of information must have written prior approval from the parent.

RELIGIOUS INSTRUCTION

Our program refrains from religious instruction and worship.

CURRICULUM

Preschool uses High Scope Preschool Program in our classrooms. This instructional program is aligned with the California State Preschool Learning Foundation. All instructional practice is supported by current educational research and best practices for Early Childhood Education. Our staff participates in ongoing professional development opportunities and has been trained on a variety of instructional strategies, including language, social- emotional and behavioral interventions.

High Scope encourages children to learn, play and engage with the world around them. Instructional activities are organized into three ways of learning:

1. Large group instruction-circle time/story time experiences
2. Small group instruction-directed activities that build on curriculum areas
3. Learning centers-intentional play, social interactions and exploration.

DAILY SCHEDULE

The daily schedule establishes a consistent, balanced routine for children consisting of teacher directed and child-initiated activities, meals, and outdoor play activities. Please check the Parent Bulletin Board for the posting of the daily routine and weekly activity plans.

DESIRED RESULTS

Our goal is to ensure that all children are making progress in the domains of cognitive, physical and social-emotional development. Staff uses the Desired Results Developmental Profile, an assessment tool developed by the California Department of Education, to evaluate the development of each child. Children are assessed within 60 days of enrollment and every six months thereafter. The assessment helps staff to become better acquainted with each child and to plan appropriate classroom activities.

EMERGENCY CARDS

Please keep your child's emergency card up to date! We use emergency cards to contact you or the people you have designated if your child becomes ill, injured, or an emergency arises. Please inform your neighbor, relative, or friend if you have

placed their name on your child's emergency card.

FIELD TRIPS

Children participate in on-site assemblies each year presented by community groups, such as the local librarian, local firefighters, musical performers, etc. The children also go on walking field trips around the neighborhood.

MEDICATION PROCEDURE

We urge you to arrange your child's medication schedule so that doses are given before or after school hours. If it is necessary for your child to take prescription medication during the school day, we must have written directions from the doctor and the medication must be brought to us in the original container. **Please contact the office for the proper forms and procedures.**

ILLNESS

The teaching staff will assess the well-being of each child upon arrival to the program and throughout the day. If the student does not look or feel well, they school nurse will be called to assess the child further.

Parents can help by ensuring your child's health is adequate for participation in school activities before bringing her/him to school. If your child is ill or does not feel well enough to participate comfortably, please keep her/him home.

The following are examples of reasons to keep your child home:

- Fever
- Persistent cough
- Vomiting
- Diarrhea
- Heavy nasal discharge
- Unexplained rash
- Difficulty breathing/wheezing
- Swollen, red, crusty or itchy eyes
- Any communicable disease.

If your child becomes ill at school, we will call you immediately. Please arrange for your child to be picked up within an hour. If necessary, sick children will be separated from other children and allowed to rest until you arrive. **The child should be free of symptoms listed above for 24 hours without using medication prior to returning to school.**

Please call the school immediately if your child has a communicable disease, so that we can inform other families. Children absent with a contagious illness cannot return to school without a signed doctor's note.

Minor injuries sustained at school, will be handled by the staff. Soap, water and band-aids will be the extent of first aid rendered. Parents will be notified via the classroom Incident Report. Parents will be notified immediately in cases of severe injuries or concerns.

MEALS/SNACK

Snacks are served daily. All meals meet Child Care and Adult Food Program standards. Monthly menus are posted in the classroom. Children requiring special diets due to food allergies must have a physician's statement on file. Substitutions for non-medical reasons (vegetarian, religious) will be discussed with the parents.

SELF ASSESSMENT PROCESS

In order to provide an effective child care and development system that meets the needs of children, their parents and the community, the Preschool program participates in a yearly self-assessment process. This review supports continuous improvement efforts in teaching and learning, classroom environment, parent education and involvement, staff training and qualifications and policies and procedures.

TOYS

The Preschool program has many wonderful materials at school. Toys should be left at home, along with candy, gum, etc. The Bayshore Elementary School District's "Zero Tolerance" policy forbids guns or weapons on any school campus-including toy replicas.

UNIFORM COMPLAINT PROCEDURE

It is the intent of the Bayshore Elementary School District to fully comply with all applicable laws and regulations. Individuals, including parents, students, employees, an authorized representative, an interested party, public agency, or organization can file complaints regarding the alleged violation of a statute or regulation that the CA Department of Education is authorized to enforce. This includes allegations of unlawful discrimination in any program funded directly by the State Department of Education. All complaints will follow the BESD uniform complaint procedures.

PARENT INVOLVEMENT

CLASSROOM OBSERVATION

Parents are invited to observe their child in the classroom setting and to share their observations with the classroom teacher during parent conferences. Please contact

your child's teacher to schedule an observation.

PARENT COMMUNICATION

We strive to keep lines of communication between school and home by providing a variety of ways to keep in touch.

School to home:

- The Preschool Program uses Learning Genie as a form of communication with parents through text and email. Please check the classroom bulletin/message boards, parent mailbox, and your child's cubby for important notices of events and meetings.
- Newsletters are sent home, along with announcements of community and site events, parent classes and activities.
- Two formal parent teacher conferences are held yearly in December and March.

However, you are always welcome to schedule a teacher, site director, or principal conference or call the office with questions or concerns at any time.

Please join other parents in planning activities and workshops for the program by joining the Parent Advisory Committee and the PTO. Meetings are held regularly with childcare provided.

Home to school:

The Preschool staff encourages parents to keep staff informed of changes that may affect your child's participation in the program. You can help us stay in touch with you and your child's needs.

PARENT EDUCATION

Please join other parents on site for the quarterly parent education presentations and parent support group meetings. Notices will be posted at the classrooms and will be placed in your mailbox. Please ask about child care during the presentations and meetings.

PARENT PARTICIPATION

Current research indicates that one of the most influential factors in a child's education is parent involvement. It is never too late or too early to become actively involved in your child's learning. We have an open-door policy and encourage you to take part in your child's experience at Preschool whenever possible! Please talk to your child's teacher regarding opportunities to volunteer and put a smile on your child's face!

SCHOOL SAFETY

EMERGENCY PLAN

All programs on-site participate in regular fire and disaster drills. In the event of an emergency or natural disaster, children will remain with program staff until a parent or authorized person arrives. Please be assured that the appropriate steps have been taken to maintain your child's safety on the premises. On-site staff is trained in CPR, First Aid, and emergency preparedness. Food and emergency supplies are stored on site.

PEDESTRIAN AND PARKING LOT SAFETY

To ensure that families and children are safe at all times, please be careful in the parking lot by following the rules below:

- Never leave children alone in your car as you walk your child to class.
- Always hold the hands of any children you are escorting across the parking lot and street.
- Always have your child exit onto the sidewalk, not the street.
- Lock your car when leaving it.
- Buckle up! It is the law!
- Always park in the parking lot, on Schwerin St., Otilia, or Oriente St. Do not park at the red curb in front of the school.

SCHOOL ETIQUETTE

- Supervise your children at all times in the building.
- Use indoor voices and avoid gathering near the classrooms and office.
- Turn cell phones OFF or on vibrate while in the classroom.
- Keep gates and doors with signs indicating "please close" closed.
- Children are **not allowed** to play on school campus before or after school hours for safety reasons.
- Keep children out of the bushes and off the retaining walls.
- No pets are allowed on school campus.
- Remember that The Bayshore School is a "smoke free" and "drug free" zone.
- Please help us keep our environment clean.

SCHOOL SECURITY

Please enter through the main school entrance located on Oriente Street as all other doors will remain locked after 8:25am and throughout the day. Please inform friends and family members, on their emergency form, picking up your child(ren) that they must check in when entering the building. If there is a new family member or friend picking up your child(ren), please let them know to check in at the main office before

going to the classroom to verify their identification.

Thank you for your cooperation.